



USAID | GUATEMALA

DEL PUEBLO DE LOS ESTADOS
UNIDOS DE AMÉRICA

- I. SOLICITATION NUMBER:** 72052022R10005
II. ISSUANCE DATE: 12/10/2021
III. CLOSING DATE/TIME: 01/14/2022 at 03:00 p.m. local time.

SUBJECT: Solicitation for a **Cooperating Country National or Third Country National Personal Service Contractor (CCNPSC or TCNPSC) – Development Assistance Specialist Mission Environmental Officer (MEO)/Climate Integration Lead (CIL)** (Local Compensation Plan)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Guadalup
e Ramirez

Digitally signed by
Guadalupe Ramirez
Date: 2021.12.09
10:33:35 -06'00'

Guadalupe Ramirez
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION No.:** 72052022R10004
- 2. ISSUANCE DATE:** 12/10/2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:**
01/14/2022 before and/or at 03:00 p.m. local time.
- 4. POINT OF CONTACT:** Andrea Gramajo, e-mail at agramajo@usaid.gov
- 5. POSITION TITLE:**
USAID Development Assistance Specialist Mission Environmental Officer (MEO)/Climate Change Integration lead (CIL), FSN-4005, grade 12.
- 6. MARKET VALUE:**
Q.449,149.00 – Q.696,173.00 equivalent to FSN-12. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of the U.S. Mission in Guatemala. Final compensation will be negotiated within the market value.
- 7. PERIOD OF PERFORMANCE:**
The period of performance is five (5) years, estimated to start o/a July, 2022. *The services provided under this contract are expected to be of continuing nature that will be executed by USAID through series of sequential contracts, subject to the availability of funds. Candidate must be able to begin working within a reasonable period (on or around 04 weeks) after receipt of agency authorization and/or clearances/certifications or their candidacy may end.*
- 8. PLACE OF PERFORMANCE**
Guatemala with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS: CCN PSC and TCN PSC.**
All CCN-PSC and TCN-PSC interested candidates eligible to work in Guatemala. Cooperating country national (CCN) is defined as an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country. Third country national (TCN) means an individual who is neither a cooperating country national nor a U.S. national but is a citizen or lawful permanent resident (or equivalent immigration status) of any other than the countries which are prohibited sources. (See 22 CFR 228.15). Note PSC preferences in ADS 309.3.1.4.
- 10. SECURITY LEVEL REQUIRED:**
Regional Security Office Background Check.

11. STATEMENT OF DUTIES

1. *General Statement of Purpose of the Contract.*

Background information. In accordance with Title 22 of the Code of Federal Regulations, Part 216 (22 CFR 216), and other legal mandates, USAID must evaluate potential adverse environmental and social impacts of all its development projects and activities, identify needed mitigation measures, and ensure that implementing parties carry out these mitigation measures. USAID's policies and operations procedures, set out in ADS 204, require that environmental considerations be integrated into and throughout the Agency's overall program cycle in order to ensure that operating units identify, account for, and mitigate the environmental impacts of USAID activities. USAID also strengthens capabilities of developing countries to evaluate and mitigate potential adverse impacts of development projects.

The Mission Environmental Officer (MEO) is the senior environmental compliance official, designated in each Mission, responsible for overseeing implementation of the regulations and the Agency's policies and procedures (ADS 204). The MEO provides proficient advice to the Mission Director and Mission teams, including program officers, project/activity managers, and technical evaluation committees on implementation of environmental compliance requirements. The MEO supports the integration of environmental compliance into planning, design, and implementation of Agency actions, as well as strategy development. The MEO leads the provision of capacity building to Mission staff, implementing partners and host country government and ensures that compliance requirements are monitored.

Basic function. The USAID Development Assistance Specialist (Mission Environmental Officer/Climate Integration Lead) serves as a technical leader and resource in strategic planning, program and activity design, budgeting, implementation, monitoring, and evaluation of the entire Mission portfolio for environmental compliance and for climate integration. The Specialist is officially designated as Mission Environmental Officer (MEO), and as Climate Integration Lead (CIL). As MEO, the Specialist ensures all Mission programs/projects/activities are in compliance with Title 22 of the U.S. Code of Federal Regulation (22 CFR 216 or "Reg. 216").

As Climate Integration Lead (CIL), the Specialist ensures all Mission programs/projects/activities meet ADS 201mal and USAID Climate Risk Management guidelines. The Specialist serves as an advisor to Mission management and to Technical Offices and Implementing Partners (IPs) on Climate Risk Management, and in identifying and analyzing climate vulnerabilities and developing mitigation measures.

The Specialist contacts and collaborates, at technical level, with high level counterparts and staff in the host government, with the private sector, with other donor and international organizations, and with other USG entities to provide policy and strategic recommendations. The authoritative nature of the provided guidance and level of contacts has the ability to shape decision making at a national level. The Specialist exercises extensive judgment in planning and carrying out tasks, in resolving problems and conflicts, and in taking steps necessary to meet deadlines. In addition, it is anticipated that the Specialist will be in a travel status to remote areas of the host country and/or the Region at least 25% of the Job Holder's time.

2. *Statement of Duties to be Performed*

The USAID Development Assistance Specialist (MEO/CIL) provides a high level of technical guidance on environmental compliance and climate integration, as follows:

a. **Senior Mission Environmental Officer (MEO)**

- The Specialist serves as technical lead to the Mission, ensuring its portfolio of programs/projects/activities is in compliance with Reg. 216, USAID Environmental Procedures, and with host-country government environmental and social safeguard regulations.
- The Specialist provides critical and substantive guidance to the Front Office, Technical Offices, Agreement Officer's Representatives/Contracting Officer's Representatives (AORs/CORs), and IPs on environmentally sensitive work, such as health, economic growth and agricultural development, construction activities, land restitution, and protected areas management.
- The Specialist facilitates efficient program/project/activity implementation in all sectors, by ensuring the high-quality documentation for environmental compliance; reviewing and approving environmental compliance aspects of Project Development Documents (PDD), scopes of work, and activity descriptions; and, by identifying environmental compliance concerns, with suggested approaches to achieve compliance.
- The Specialist reviews environmental analyses and documentation (Initial Environmental Examinations [IEEs], Requests for Categorical Exclusions [RCEs], Environmental Mitigation and Monitoring Plans [EMMPs], Environmental Assessments [EAs], etc.), from all Teams for quality, rigor, and adherence to USAID regulations, policies, procedures, and guidance.
- The Specialist is the primary liaison between the Mission and the Regional Environment Advisor (REA), the regional Bureau Environment Officer (BEO), and the Agency Environmental Coordinator (AEC) on all environmental matters leading communication and facilitating approvals by USAID/Washington for all procurement actions under the Mission's portfolio.
- The Specialist provides strong leadership in the review, approval, and monitoring of Mission activities compliance with Reg. 216.
- The Specialist manages tracking systems and with other tools, to document and manage compliance with USAID climate risk requirements and contributes climate risk expertise to the management and improvement of existing information systems.
- The Specialist leads the review of Multilateral Development Bank, Global Environment Fund, and similar environmentally significant projects in the host country, coordinating the environmental and social reviews with Mission and Embassy staff, and ensuring reviews are timely and technically sound, that the reports are of high quality, and that they meet USAID policy and guidance and relevant external mandates, including the International Financial Institutions Act, Title XIII.
- As required, the Specialist may serve as AOR/COR, and/or Activity Manager for programs/projects/activities and oversight of analytical work to inform strategy development, such as the Tropical Forest and Biodiversity Analysis required under the Foreign Assistance Act Sections 118/119.

b. Climate Integration Lead (CIL)

- The Specialist serves as the Mission Climate Integration Lead, ensuring compliance with USAID climate risk management processes, as detailed in relevant ADS mandatory references.
- The Specialist is a technical advisor to Mission staff and IPs, working to identify and analyze climate vulnerabilities, and develop mitigation measures by monitoring, identifying, and sharing opportunities to integrate climate change adaptation and mitigation into Mission strategies, programming, and operations.
- The Specialist assures an appropriate level of climate risk screening is considered throughout the program cycle, including at the strategy (Country Development Cooperation Strategy), project (Project Development Document), and Activity levels, providing guidance to design teams and AORs/CORs/Activity Managers to properly identify, mitigate, and document climate risks.
- The Specialist manages tracking systems, and with other tools, to document and manage compliance with USAID climate risk requirements and contributes climate risk expertise to the management and improvement of existing information systems.
- The Specialist is the designated Mission point of contact with USAID/Washington for all areas of climate risk management needs.

c. Monitoring and Evaluation (M&E)

- The Specialist works with Mission staff to lead regular and effective monitoring of the environmental and social compliance aspects of development activities, periodically monitoring programs/projects/activities through office reviews and field visits, and supports staff and IPs to carry out their activity monitoring responsibilities.
- The Specialist ensures development of, and effective oversight of, Mission document tracking information systems, including all environmental compliance (IEEs, RCEs, EMMPs, EAs) and climate integration documentation.
- The Specialist ensures proper and timely reporting, e.g., the environmental compliance reports required in the Operation Plan, by regular monitoring of information systems, noting the need for new documents, status of pending documents, and any outstanding issues, e.g., projects where no environmental compliance field monitoring is being conducted.
- The Specialist provides specialized expertise in the design and monitoring of policies, strategies, and programs in all functional areas and provides strategic leadership in developing and drafting regular reports as required by USAID/W, Congress, the US Embassy, and other agencies as well.
- The Specialist participates directly with Mission staff to remedy outstanding issues and keeps Mission management and the regional BEO informed of issues and resolution.
- The Specialist travels to all areas of the host country and/or the Region to conduct field visits, in order to support USAID technical leads to monitor environmental compliance, effectiveness of mitigation measures, and evaluate the overall environmental impact of the implementation of programs/projects/activities.
- The Specialist acts as an advisor, providing feedback to IPs to identify problems, and to offer technical recommendations and potential solutions for full compliance.

d. Capacity Building and Strategic Leadership

- The Specialist leads assessments of capacity building shortfalls and identifies effective and efficient training delivery approaches to build the capacity of USAID and IP staff, and of host-country counterparts; assists staff to identify and obtain additional environmental expertise and resources to meet environmental and social compliance needs; and, serves as activity manager for obtaining additional environmental expertise and resources to provide needed capacity building.
- The Specialist identifies opportunities for integrated “state of the art” approaches and develops training methodologies and/or serves as a lead trainer for formal courses and workshops; and, provides mentoring and on-the-job training to staff, particularly to AOR/CORs and IPs, to ensure environmental compliance and climate integration requirements, policies, and procedures are known and followed.
- The Specialist develops networks and shares best practices with other Mission and Washington offices.
- The Specialist works closely with the regional Environmental Advisors and Bureau Environmental Officers to communicate requirements, policies, procedures, guidance, best practices, and changes and updates, and supports development of and improvement to various communications tools, such as Webinars, newsletters, websites, etc.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

If a third country national (TCN) is selected for award, during the period of this contract, the TCN personal services contractor must provide at least fifteen (15) workdays of training to a cooperating country national (CCN) designated by USAID/Guatemala. The PSC Supervisor will establish a training plan with benchmarks to measure the TCNPSC's progress toward achieving this training deliverable.

- 3. Supervisory Relationship.** The USAID Development Assistance Specialist (Mission Environmental Officer) works under the very general supervision of the Director of the Mission Program Office, Technical Office or Front Office, and/or his/her designee. Regardless of the location of the position in the organization, the MEO is formally designated by, and accountable to, the Mission Director, consistent with ADS 204. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of Mission and USAID environmental impact assessment goals and successful integration of climate risk considerations, effectiveness in meeting host-country and USAID objectives, and integration with other initiatives in the Office and Mission portfolio. Some technical direction may come from other professionals in the Office; in general, however, the Specialist will be expected to exercise considerable autonomy, with support from other MEOs, the REA and BEO and best judgment in discharging the duties of the assignment.
- 4. Supervisory Controls.** Supervision of other Mission staff is not contemplated. The incumbent will supervise and/or oversee the work of several simultaneous temporary duty (TDY) and longer-term consulting teams, as well as institutional contractors. The incumbent may be responsible for mentoring MEOs/CILs providing substantive input on their performance to supervisors.

12. PHYSICAL DEMANDS: The position does not require undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education:** A master's degree in environmental studies, Ecology, integrated sustainable Development, Natural Resources Management, or a closely related field, is required.
2. **Prior Work Experience:** A minimum of seven years of progressively responsible experience in an area involving application of environmental impact assessment, environmental and social safeguards, or closely related regulations, standards, policies, and best practices in a developing-country setting is required. This experience must demonstrate the ability to prepare and/or review environmental scoping statements, environmental impact assessments, and implementing environmental management plans. In addition, an understanding of climate risk management is required.
3. **Language Proficiency:** Level 4 (advanced professional proficiency) English and Level 4 local language proficiency (if appropriate), both oral and written, is required.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The evaluation and selection criteria of the selected candidate will be based on a review of his/her qualifications, work experience, knowledge, skills and abilities, and level of language required. The applicants who obtain the highest score based on the criteria defined will be interviewed and may also be required to pass a written test (depending on the TEC Chairperson's decision). The security clearance and medical clearance is required for the top-ranking candidate, after conducting and receiving the positive reference checks.

- a. **Education (10 points)** A master's degree in environmental studies, Ecology, integrated sustainable Development, Natural Resources Management, or a closely related field, is required.

b. Prior Work Experience (40 points)

- A minimum of seven years of progressively responsible experience in an area involving application of environmental impact assessment, environmental and social safeguards, or closely related regulations, standards, policies, and best practices in a developing-country setting is required.
- This experience must demonstrate the ability to prepare and/or review environmental scoping statements, environmental impact assessments, and implementing environmental management plans.
- In addition, an understanding of climate risk management is required.

c. Job Knowledge (40 points)

- The Specialist must have in-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to environmental impact assessments (also referred to as environmental and social safeguards), climate risk management, environmental policies, host country regulations, and environmental best practices and international standards in international development; and, the problems and policies of the host country from the business, political, civil society, and social perspectives.
- The Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of the host country and the region; development problems in the environmental sector in the host country and the region including how climate change may impact development priorities; an understanding of the resources, resource constraints, and overall development prospects and priorities of the host country and the region; and, knowledge of, or the potential to quickly acquire knowledge of, USAID regulations, policy, procedures, and practice relating to environmental impact assessment, and climate risk management of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities.
- The Specialist must have knowledge and understanding of the organization and respective roles of the different levels of the host government, in order to enhance effective communication, and to develop consensus on USAID strategy and program/project/activity implementation.

d. Skills and Abilities (10 points)

- The Specialist must have knowledge of, and demonstrated experience in, the role of environmental impact assessment methods and activities within the broad context of international development programming.
- The Specialist should possess strong interpersonal and teamwork skills, and proven ability to work independently, with minimal supervision or guidance; and, proven ability to communicate quickly, clearly, and concisely, both orally and in writing, including in the preparation of substantive environmental reports.
- The Specialist must be able to obtain, evaluate, and interpret factual data, to prepare precise, accurate, and complete reports using computer software applications, and to develop and present briefings; and, apply this knowledge to complex problems in the host country and the region.

Total Possible Points: 100 points

After the closing date for receipt of applications, all applications will initially be screened for conformity with minimum requirements and a shortlist of applicants developed. Applications from candidates which do not meet the required selection criteria will not be scored.

A committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

USAID reserves the right to interview only the highest ranked applicants in person or virtually OR not to interview any candidate.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

Reference checks will be conducted by Human Resources only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application letter.

IV. SUBMITTING AN OFFER

1. CCN-PSC eligible offerors are required to complete and submit the offer form [DS-174 form](#) (Employment Application for Locally Employed Staff or Family Member); for TCN-PSC eligible offerors the [AID-309-2 form](#) (Offeror information for Personal Services Contract with individuals).
2. Offeror must also submit a signed cover letter and a resume written in English.
3. A supplemental document with written responses to the Evaluation Factors listed under Section III.
4. Relevant educational certificate (s), work permit or residency permit and personal identification.
5. Minimum of three (3) and a maximum of five (5) professional references with telephone and e-mail contacts, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
6. Offers must be received by the closing date and time on the first page of this solicitation and submitted via email to Guatemalavacancies@usaid.gov.
7. Offerors' submissions must clearly reference the Solicitation number on all offeror submitted documents.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide the successful Offeror instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Security Eligibility/Facility access
2. Medical Clearances or Statements
3. Other required documents, in coordination with relevant M/Bureau offices regarding contractor workspace, use of government furnished equipment, and remote access as applicable.
4. Financial Disclosure, as appropriate

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
 - a. Health and life Insurance
 - b. Retirement plan (if applicable)
 - c. Annual and Sick leave
 - d. Annual bonuses: Bonus 14 and Christmas Bonus
 - e. Annual performance bonus (MBC Reward, as applicable)
 - f. Local and American Holidays

in accordance with Mission policy and local labor laws.

1. ALLOWANCES:
 - a. Miscellaneous benefit allowance, in accordance with Mission policy and local labor laws.

VII. TAXES

The Mission emphasizes to its employees the fact that they are obliged to observe Guatemalan Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Guatemalan Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary, in accordance with Mission policy and local labor laws.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf

2. **Contract Cover Page** form **AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC-CCN - Product Service Code: <i>R497</i> - Accounting Info: <i>641-MOD-20-HT-00</i>	1	LOT	<u>\$TBD</u>	<u>\$TBD at Award after negotiations with Contractor</u>

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

*** END OF SOLICITATION ***